

W/o ATTACH 6, 7, 8

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
Washington, D.C. 20503

(Date)

CIRCULAR NO. A-

OMB Waiver Letter In ERU File

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: ADP Management Information System

1. Purpose. This Circular prescribes the establishment and maintenance of an information system which will: materially assist in meeting the requirements of Public Law 89-306; establish and maintain a perpetual inventory of electronic data processing equipment, and facilitate improved management of automatic data processing activities at installations, agencies or departments, and of the Federal establishment. The attachments to this Circular describe the basic sub-systems for inventory, utilization, manpower and cost, and acquisition history and require the preparation and submission of input data by data processing techniques. Additional sub-systems concerning selected information on program plans, budget requirements, equipment and software performance, applications, and personnel requirements will be developed at a later date to blend into an overall management information system for ADP.

The management information system requires the establishment and maintenance of a data bank at a central point for Government-wide data and also requires the establishment and maintenance of a data bank at a central point within each agency to facilitate and improve the management of the ADP program within an agency or between agencies.

This system is designed to produce information for a variety of management levels which will be useful in:

- a. determining the scope, nature and cost of ADP activities on an activity, installation, agency-wide and Government-wide basis;
- b. shaping ADP management policies and evaluating the effects of such policies;
- c. providing broad indications of effectiveness and efficiency in ADP operations;
- d. negotiating improved terms and conditions for Federal Supply Schedule contracts, based on a more comprehensive picture of current and projected ADP operations.
- e. planning and effecting the redistribution of intra and inter-agency excess ADP equipment;
- f. operating Regional Sharing Exchanges and Service Centers and arranging for joint use of ADP equipment and services.
- g. exchanging information and experiences among ADP installations and agencies having common applications and problems;
- h. assessing the need for and the potential impact of ADP standardization and research activities, based on a more comprehensive picture of current and projected ADP operations;
- i. providing comprehensive and timely data to facilitate internal management decisions;
- j. establishing and maintaining a perpetual inventory data bank for electronic data processing equipment at the General Services Administration for Government-wide use and at agency level for data appropriate for internal use.

2. Scope. This requirement is applicable to certain organizations and equipment as follows:

a. Organizations. Inputs to the ADP Management Information System are required from all Federal agencies having organizations (or ADP units) which:

(1) use or plan to use ADPE.

(2) acquire or plan to acquire ADP services (i.e., services for machine time, operations, and maintenance; systems analysis and design; programing; training; and studies or advice on equipment acquisition, selection and use) from Government or other sources.

(3) have organizational components which perform ADP functions such as coordinating ADP programs and activities; developing, programing, and implementing systems; reviewing, recommending, or selecting equipment; approving the acquisition of ADP equipment or services; or providing ADP services on a consulting or project basis for agency ADP units.

(4) have Government contractors (including educational institutions and other not-for-profit contractors or organizations) who operate ADPE in the performance of work under cost reimbursement-type contracts or subcontracts when

(a) the total costs of the equipment are applied as a direct charge to Government contractual obligations, or

(b) the equipment was acquired or is planned to be acquired by the contractor to perform his contractual obligations, or

(c) the equipment is furnished to the contractor by the Government, or

(d) the equipment is installed in Government-owned, contractor-operated facilities.

b. Automatic Data Processing Equipment (ADPE) includes general purpose electronic data processing equipment (EDPE) and punch card accounting machines (PCAM or EAM). These are defined as follows:

EDPE - A machine or groups of interconnected machines consisting of input, arithmetic, storage, output, and control devices which use electronic circuitry, operate on discrete data, and perform computations and logical operations automatically by means of internally-stored or externally-controlled programmed instructions. All peripheral or off-line data processing equipment in support of ADPE is included in the electronic data processing equipment category.

PCAM - Machines and equipment using punched cards as input-output media to record, verify, sort, list, tabulate, select, collate, merge, and total data.

3. Coverage. The ADP Management Information System requires inputs on ADPE Inventory, EDPE Utilization, Summary ADP Manpower and Cost, and EDPE Acquisition History from all Federal agencies which meet the criteria specified in this Circular but recognizes that electronic data processing equipment operate under a wide variety of environmental conditions and that valid reasons exist to establish management classifications for certain categories of computers. These classifications provide partial or full reporting exemptions as follows:

a. Partial Exemptions
(1) Weapons Systems Equipment. EDPE which is not built or modified to special Government design specifications but is integral to a weapons

system is exempt from EDPE Utilization and Summary ADP Manpower and Cost reporting only.

(2) Control Systems Equipment. EDPE which is an integral part of a total facility or larger complex of equipment and has the primary purpose of controlling, monitoring, analyzing, or measuring a process or other equipment is exempt from EDPE utilization reporting only.

(3) Mobile Systems Equipment. EDPE on ships, planes, vans, or other mobile installations is exempt from EDPE Utilization reporting only.

(4) Classified Systems Equipment. EDPE, the physical location of which is classified, is exempt from EDPE Utilization reporting only. In other reporting, location information which is unclassified should be used.

(5) Reutilization Equipment. Government-owned EDPE acquired through Government reutilization programs is excluded from EDPE Acquisition History reporting only unless it is further excluded in accordance with the criteria specified in this paragraph.

b. Full Exemptions

(1) Analog computers are exempt from the provision of this Circular.

(2) EDPE which is built or modified to special Government design specifications and is integral to a weapons system is exempt from the ~~the~~ provisions of this Circular.

4. Reporting Frequency. This system is intended to become operational on January 31, 1967 and will require that mechanized reports in the formats indicated in the attachments to the Circular be prepared "as of" January 31, 1967 for ADPE Inventory, Projected EDPE Gains/Losses, EDPE Utilization and Summary ADP Manpower and Cost. The continuing reporting schedule subsequent to the initial reports of January 31, 1967 are as follows:

<u>Report</u>	<u>Frequency</u>	<u>Equipment Covered</u>	
		<u>EDPE</u>	<u>PCAM</u>
ADPE Physical Inventory	Each June 30	X	X
Projected EDPE Gains/Losses	Each June 30 and December 31	X	
Perpetual Inventory Inputs (Actual EDPE Gains/Losses)	Upon installation or release	X	
EDPE Utilization	Each June 30 and December 31	X	
EDPE Acquisition History	After performance period and accept- ance of EDPE	X	
Summary ADP Manpower and Cost	Each June 30	X	X

5. Reporting Dates. The initial reports stated in the preceding paragraph will be submitted to the Management Information System Central Processing Point, 7th and D Streets., S.W., Washington, D.C. 20407, by March 1, 1967. Subsequent reports will be submitted to the same address as follows:

<u>Report</u>	<u>Due Date</u>
ADPE Physical Inventory	30 days later
Projected EDPE Gains/Losses	10 days later
Perpetual Inventory Inputs (Actual EDPE Gains/Losses)	2 days later
EDPE Utilization	20 days later
EDPE Acquisition History	10 days later
Summary ADP Manpower and Cost	30 days later

6. Reporting Formats. All reports required by this Circular will be submitted on punched cards in the format specified in the attachments hereto. The only exception to the punched card submissions will be for those activities not having ADPE capability. In such cases reports will be submitted in narrative form and in the sequence prescribed for the punched card formats.
7. Transmission. In order to maintain comprehensive and timely information and exploit the capabilities of the prescribed mechanized formats the transmission media should be the most expeditious means available.
8. Rescission. Bureau of the Budget Circular No. A-55 is rescinded.

CHARLES L. SCHULTZE
Director

Attachment